

Admin Tip Sheet

Safari Backoffice

The Safari Backoffice URL: <https://secure.safaribooksonline.com/bo3/>

To access you will need your administrator username and password. If you do not have this information, please contact ProQuest technical support at tsupport@proquest.com

Downloading book URLs

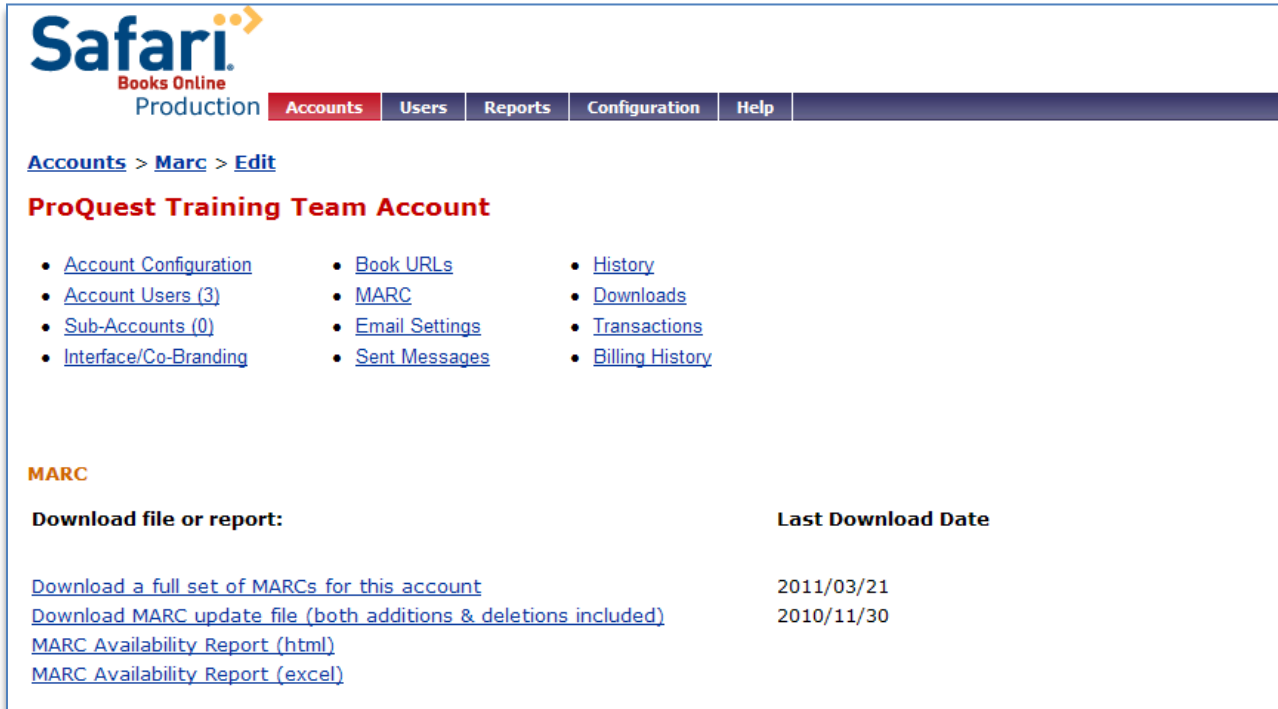
The screenshot shows the Safari Books Online Admin Backoffice interface. On the left, the 'Accounts' tab is selected, and the 'ProQuest Training Team Account' is being edited. The 'Book URLs' link is highlighted in the left-hand menu. On the right, a Windows Internet Explorer window is open, displaying the 'Book URLs' page for the account. The page lists various books with their IDs and titles, such as '151 Quick Ideas to Deal With Difficult People' and '6 Habits of Highly Effective Teams'. The status of the account is shown as 'Valid'.

Click on:

- the **Accounts** tab,
- then on your account name.
- Then you will see a list of tools, among them **Book URLs**.
- Click **Book URLs**.

This will display a window with a list of all books on your account, with durable URLs. You can use those URLs for instance on the institution website or in a newsletter, to highlight books for your users.

Downloading MARC records



Safari Books Online
Production

Accounts Users Reports Configuration Help

Accounts > Marc > Edit

ProQuest Training Team Account

- Account Configuration
- Account Users (3)
- Sub-Accounts (0)
- Interface/Co-Branding
- Book URLs
- MARC
- Email Settings
- Sent Messages
- History
- Downloads
- Transactions
- Billing History

MARC

Download file or report:	Last Download Date
Download a full set of MARCs for this account	2011/03/21
Download MARC update file (both additions & deletions included)	2010/11/30
MARC Availability Report (html)	
MARC Availability Report (excel)	

On the same page you can click on **MARC**, which will take you to the tools for downloading MARC records. You can start downloading a full set, then download updates.

MARC records are added every 4-6 weeks. Before downloading an update, please check the availability report, if it says Y (yes), then the MARC record is available. If N (no), then you need to wait until the MARC record is available.

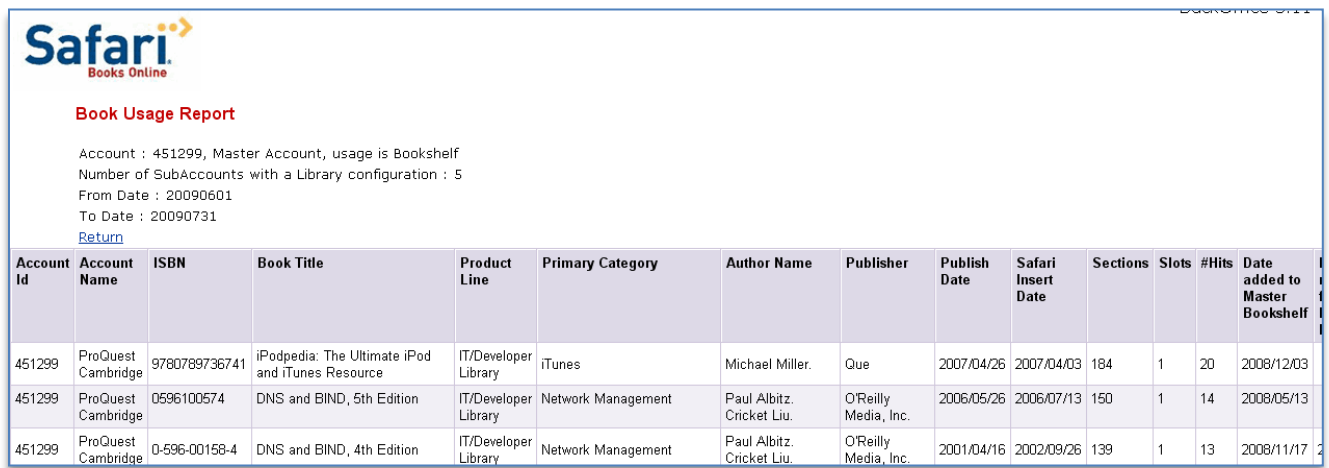
Accessing usage statistics

Click on the **Reports** tab.

Live Reports

Let's start with **Live Reports**, which has 2 options - *Account Usage Summary* and *Master Book Usage Report*. These will give you a good overview of the usage on your account. Select one of them, fill in date range and select HTML or Excel.

- Safari Insert Date = Date the book was added to Safari, not your bookshelf
- Sections = total number of sections in that book
- #Hits = total number of sections viewed from this book



Safari Books Online
Book Usage Report

Account : 451299, Master Account, usage is Bookshelf
 Number of SubAccounts with a Library configuration : 5
 From Date : 20090601
 To Date : 20090731
[Return](#)

Account Id	Account Name	ISBN	Book Title	Product Line	Primary Category	Author Name	Publisher	Publish Date	Safari Insert Date	Sections	Slots	#Hits	Date added to Master Bookshelf
451299	ProQuest Cambridge	9780789736741	iPodpedia: The Ultimate iPod and iTunes Resource	IT/Developer Library	iTunes	Michael Miller.	Que	2007/04/26	2007/04/03	184	1	20	2008/12/03
451299	ProQuest Cambridge	0596100574	DNS and BIND, 5th Edition	IT/Developer Library	Network Management	Paul Albitz, Cricket Liu.	O'Reilly Media, Inc.	2006/05/26	2006/07/13	150	1	14	2008/05/13
451299	ProQuest Cambridge	0-596-00158-4	DNS and BIND, 4th Edition	IT/Developer Library	Network Management	Paul Albitz, Cricket Liu.	O'Reilly Media, Inc.	2001/04/16	2002/09/26	139	1	13	2008/11/17

Counter Compliant Reports

Next, let's look at the **Counter Compliant reports**. These are standardized reports, you can choose between

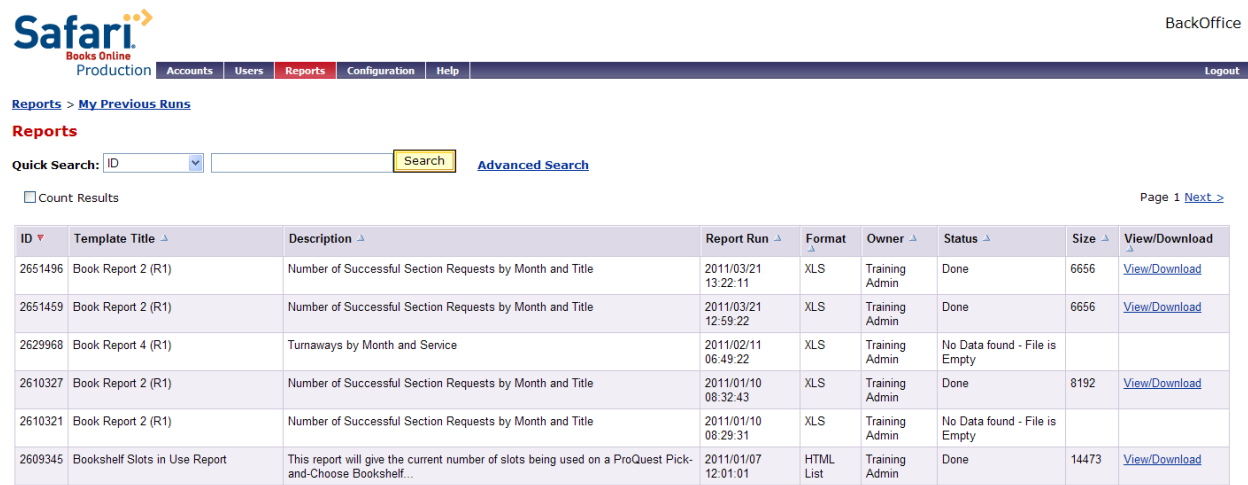
- *Number of Successful Section Requests by Month and Title;*
- *Total Searches and Sessions by Month and Service;* and finally
- *Turnaways by Month and Service.*

The last one will tell you how many users have tried to login but failed. This gives you an indication that you might have to increase the number of simultaneous users. If the report is empty (No Data found - File is Empty), then you're OK – there were no turnaways and you have sufficient allocation of simultaneous user capacity.

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Click **Run** for one of the Counter compliant reports, then select format and date range (that is usually all you have to do). Finally you will see a list of reports that you have already downloaded previously which enables you to check that it is done regularly. The new report is on top of the list. At first the status might be “Queued”. You will have to wait until it says “Done” (just refresh the webpage a few times) and the download link appears.



Safari Books Online BackOffice

Production Accounts Users Reports Configuration Help Logout

Reports > My Previous Runs

Reports

Quick Search: ID Search [Advanced Search](#)

Count Results Page 1 [Next >](#)

ID	Template Title	Description	Report Run	Format	Owner	Status	Size	View/Download
2651496	Book Report 2 (R1)	Number of Successful Section Requests by Month and Title	2011/03/21 13:22:11	XLS	Training Admin	Done	6656	View/Download
2651459	Book Report 2 (R1)	Number of Successful Section Requests by Month and Title	2011/03/21 12:59:22	XLS	Training Admin	Done	6656	View/Download
2629968	Book Report 4 (R1)	Turnaways by Month and Service	2011/02/11 06:49:22	XLS	Training Admin	No Data found - File is Empty		
2610327	Book Report 2 (R1)	Number of Successful Section Requests by Month and Title	2011/01/10 08:32:43	XLS	Training Admin	Done	8192	View/Download
2610321	Book Report 2 (R1)	Number of Successful Section Requests by Month and Title	2011/01/10 08:29:31	XLS	Training Admin	No Data found - File is Empty		
2609345	Bookshelf Slots in Use Report	This report will give the current number of slots being used on a ProQuest Pick-and-Choose Bookshelf...	2011/01/07 12:01:01	HTML List	Training Admin	Done	14473	View/Download

Click the Reports tab once more, there is an option called **My Reports**, which gives you a list of even more reports to choose from. However, as the admin module is common to all Safari accounts not all options may be appropriate or available to your account.

Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0800 220 710 (UK only)
+44 1223 271 496 (Outside of UK)